

Section 9 - Check Processing

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9 - CHECK PROCESSING

Overview:

- ▲ Request Cash Requirements report
- ▲ Request printing of checks
- ▲ Reload check write transactions from journal file
- ▲ Change hold / pay indicator by agency or request report with this information

MASTER	Office of Statewide Information Systems	Tuesday	00/00/0000
+-----+ Check Write Processing Main Menu +-----+ 1. Cash Requirements For Checks 2. Check Write Process 3. Check Write Reload 4. Check History Process 5. Held TA/TE/EV Report 6. Hold / Pay TA/TE/EV Maintenance Menu Selection ____ +-----+ Escape=Return Enter=Send +-----+			

For Check History see Check History Processing - Section 10.

9.1 Cash Requirements for Checks

INQUIRE	Office of Statewide Information Systems	Friday 00/00/0000
+-----+-----+-----+		
Cash Requirements for Check Write		
+-----+-----+-----+		
Selection Criteria		
Printer: <u>1</u> Please put WIDE (132 Column) Paper in Printer & Make Ready		
+-----+-----+-----+		
Escape=Return F3=Report		F9=Stop Print F10=Continue Print

Purpose This screen is used to request the Cash Requirements for Checks report. This report details the cash requirements for the pending check run, broken down by region, agency and check type. It will also show the bank balance.

This report should be run before processing a Check Write and compared to data input for the pending check run.

Cross Reference Check Write Process - Section 9
Check Write Reload - Section 9

<u>Field</u>	<u>Size</u>	<u>Description</u>
Printer	1	Unprotected. Required. This field designates which printer to use to print this report. Must be a valid entry on the System Default Maintenance screen.

Special Functions

F3	Report	This function is used to print the report
F9	Stop Print	This function is used to stop the print process
F10	Continue	This function is used to continue the print process

How To:**➔ *Request Cash Requirements Reports for Checks***

From Travel Management System Main Menu

1. Enter Menu Selection **7 - Check Processing** and press **Enter**.
2. Input **1 - Cash Requirements for Checks** and press **Enter**.
3. Verify and change **Printer** if necessary, see System Default Maintenance Screen - Section 3-2.
4. Press **F3 - Report** and choose **Y - Selection Criteria OK?**
5. Verify message **Cash Requirements Finished.....**

Helpful Hints

- ✓ If the cash requirements exceed the bank balance, you may select payments to be placed on HOLD (See section relating to document to be placed on hold) **or** place an entire agency on hold (See Hold TA/TE/EV Maintenance this section). The payments placed on hold will not be paid until "hold" is changed and will reduce the total cash requirements.
- ✓ If the check run will create a credit memo due to a voided check, you may "unvoid" the check until sufficient requests have been input to cover the voided check (See Unvoid Check Entry in Section 10-42. If your department has multiple agency numbers, you may also use the consolidated check option to offset the credit amount (See System Default Maintenance 3-2).

9.2 Check Write Process

INQUIRE	Office of Statewide Information Systems	Friday	00/00/0000
+-----+ <div style="text-align: center;"><i>Standard Laser Check Write Process</i></div> +-----+			
<p>Starting Check Number: <u>1000066</u></p> <p>Please insert Flash Memory Card & Magnetic Ink Cart.</p> <p>(Must Be run on Local LPT1: Printer)</p> <p>Please put Checks in Printer & Make Ready</p>			
+-----+ Escape =Return F3 =Checks		F9 =Stop Print F10 =Continue Print	

Purpose The Check Write Process is used to request the printing of travel advance checks, travel expense report reimbursement checks, petty cash voucher reimbursement checks and checks for non travel or petty cash reimbursements.

The Cash Requirements report should be run and verified first.

Cross Cash Requirements Report - Section 9
Reference Check Write Reload - Section 9
 Reference Processing - Section 3

<u>Field</u>	<u>Size</u>	<u>Description</u>
Starting Check Number	7	Unprotected. Optional. This field designates the starting check number for the pending check run. Default check number is based on the (Last) CHK NO field on the System Default Maintenance screen.

Special Functions

F3	Checks	This function is used to initiate the check run
F9	Stop Print	This function is used to stop the print process
F10	Continue	This function is used to continue the print process

*How To:***→ Print Checks**

(MUST BE RUN FROM LOCAL LPT1: PRINTER)

From Travel Management System Main Menu

***** The check write process does not check against the bank balances in the system to verify that cash is available, thus it is imperative that the cash requirements report be run before printing checks. *****

1. Enter Menu Selection **7 - Check Processing** and press **Enter**.
2. Enter Menu Selection **2 - Check Write Process** and press **Enter**.
3. Verify and change **Starting Check Number** if necessary - See System Default Maintenance screen - Section 3-2 (Must have check paper in the local printer). If using a dot matrix printer, see instructions on this page.
4. Press **F3 - Checks** and choose **Y - Are You Sure?**. If checks (check paper) are aligned in printer answer **Y - Checks Aligned?**
5. When the message **REMOVE CHECKS / INSERT REGISTER PAPER?** is received, change the paper and choose **Y**.
6. Verify message **CHECKS & REGISTER FINISHED.....** and that both printed successfully.

Helpful Hints

- ✓ This process will also generate a check register for checks printed on this run.
- ✓ If using a laser printer there is no requirement to enter the first check number. If using a dot matrix printer with pre-printed checks, enter the first check number on the screen. The system will print a VOID lineup check and ask if the check is aligned properly. If not, realign the checks and answer "NO." Alignment checks will be printed until you answer "YES." After answering "YES" to the alignment, all outstanding check requests will be printed.
- ✓ At the end of the check run the system will ask you to remove check paper, replace with wide paper (or use 80 column paper with printer in compressed print mode) and the Check Register will be printed.

- ✓ To print reports in landscape orientation, copy the LAND009.FNT file to the directory where your agency's data files are stored.
- ✓ As the checks are printed the Budget files are updated. Advances and/or Encumbrances are reversed from the clearing object and the expenditures are posted to the proper object code as expended.

9.3 Check Write Reload

INQUIRE	Office of Statewide Information Systems	Friday	00/00/0000
+-----+ <div style="text-align: center;"><i>Check Write Database Journal Reloads & Void Check Register</i></div> +-----+			
	Journal Add, Delete & Changes	Database Add Delete & Changes	
Travel Authorization....			
Travel Expenses.....			
Expense Vouchers.....			
Void Check History.....			
Check Request.....			
Budget Data File.....			
Reference Data.....			
+-----+			
Escape=Return F3=Reload			

Purpose The check write reload is run when a problem occurs in the check print process. The reload process will restore the files to their previous status and will void all check numbers used in the last check run. The problem is corrected and then the checks can be printed.

Cross Reference Cash Requirements Report - Section 9
Check Write Process - Section 9
Check History - Section 10

<u>Field</u>	<u>Size</u>	<u>Description</u>
Journal Add, Delete & Changes		Protected. Number of records successfully reloaded, by type, from the check journal.
Database Add, Delete & Changes		Protected. Number of records successfully reloaded, by type, to the database.

Special Functions

F3	Reload	This function is used to initiate the reload process.
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How To:**➔ *Reload Check Write Transactions***

From Travel Management System Main Menu

1. Enter Menu Selection **7 - *Check Processing*** and press ***Enter***.
2. Enter Menu Selection **3 - *Check Write Reload*** and press ***Enter***.
3. Press ***F3 - Reload*** to initiate Check Reload process.
4. Verify message ***CHECK JOURNAL RELOAD FINISHED.....*** The number of records in the ***Journal*** column should match those in the ***Database*** column.

Helpful Hints

- ✓ This process will restore files to their previous status, generate a "Void" check register for checks voided (in reverse order) as well as, a total page showing a total of checks voided with this process.

9.4 Held TA/TE/EV Report

INQUIRE	Office of Statewide Information Systems	Friday	00/00/0000
+-----+ Held TA/TE/EV Report +-----+			
Selection Criteria			
Agency: <u>ALL</u>			
Printer: <u>1</u>			
Please put (80 Column) Paper in Printer & Make Ready			
+-----+			
Escape=Return F3=Report		F9=Stop Print F10=Continue Print	

Purpose The Held TA/TE/EV Report lists all Travel Authorizations, Travel Expenses and Expense Vouchers that have an "H" in the hold/pay field. This report will sort by type of record (e.g., TA, TE, EV) and by Agency.

Cross Reference Check Write Process - Section 9
Hold/Pay TA/TE/EV Maintenance - Section 9

<u>Field</u>	<u>Size</u>	<u>Description</u>
Agency	3	Unprotected. Indicates what agency you wish to print, defaults to "ALL"
Printer ____	1	Unprotected. Required. This field designates which printer to use to print this report. Must be a valid entry on the System Default Maintenance screen.

Special Functions

F3	Report	This function is used to print the report.
F9	Stop Print	This function is used to stop the print process.
F10	Continue	This function is used to continue the print process.

How To:**➔ *Create a Held TA/TE/EV Report***

From Travel Management System Main Menu

1. Enter Menu Selection **7 - *Check Processing*** and press ***Enter***.
2. Enter Menu Selection **5 - *Held TA/TE/EV Report*** and press ***Enter***. Input an agency number and/or change printer number, if necessary.
3. Press ***F3 - Report*** to initiate the Held TA/TE/EV report.
4. Enter ***Y*** if ***Selection Criteria OK?***
5. Verify message ***Report Finished.....***

9.5 Hold TA/TE/EV Maintenance

INQUIRE	Office of Statewide Information Systems	Friday	00/00/0000
+-----+-----+-----+-----+			
<i>Hold / Pay Travel Authorizations & Expenses and Expense Vouchers</i>			
+-----+-----+-----+-----+			
Agency: <u>251</u>			
Travel Status: <u>H</u> (P=Pay, H=Hold)			
+-----+-----+-----+-----+			
Escape=Return F3=Change			

Purpose The Hold TA/TE/EV Maintenance screen allows the user to change the hold/pay status of all Travel Authorizations, Travel Expenses and Expense Vouchers, for an entire agency. If you do not want to change *all* records for the agency, you must then mark each record individually.

Cross Reference Check Write Process - Section 9
Held/Pay TA/TE/EV Report - Section 9

<u>Field</u>	<u>Size</u>	<u>Description</u>
Agency	3	Unprotected. Required. Indicates the agency whose records you wish to change.
Travel Status	1	Unprotected. Required. Indicates the hold/pay status to which the records should be changed. Valid values are <i>P = Pay</i> and <i>H = Hold</i> .

Special Functions

F3	Change	This function is used to change the status of all records for the agency.
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How To:**➔ *Change Hold TA/TE/EV Status***

From Travel Management System Main Menu

1. Enter Menu Selection **7 - *Check Processing*** and press ***Enter***.
2. Enter Menu Selection **6 - *Hold / Pay TA/TE/EV Maintenance*** and press ***Enter***.
3. Enter ***Agency*** and ***Travel Status (P=Pay, H=Hold)***.
4. Press ***F3 - Change***.
4. Enter ***Y*** if ***Validation OK?***
5. Verify message ***Pay / Hold TA/TE/EV Finished.....***

Helpful Hints

- ✓ All records changed through this process will remain at that Travel Status until modified again through this screen, therefore no records at Travel Status = H will have checks issued until the status is changed through this process.
- ✓ If you wish to modify the hold/pay status of an individual record, this is done on the specific record (e.g., on the Travel Expense record, the Travel Authorization or the Expense Voucher record).

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